

Classified Staff Council

Meeting Minutes

Wednesday, May 19 at 10:00am (via Zoom)

Present:

Trisha Pocius, Joleen Ryan, Jennifer Lawson, Julie Stevens, Sandra Bandimere, Jen De La Torre, Makenna Linn, Cheryl Mincic, Veronica Santistevan, Lynnette Leachman, Yvette Martinez

Excused:

Frank Johnson

Guests:

Elizabeth Wolf

Vicki Becker

Mary Sandoval

Steve Hodge

Kathleen Hund

Kristal Wood

The meeting started at 10:05am

- **Approval of Minutes**
 - A motion was made to approve the minutes and the motion was seconded. All in favor, none opposed, and the motion was approved

- **Treasurer's Report**
 - A motion was made to approve the report for April and May and the motion was seconded. All in favor, none opposed, and the motion was approved.
 - Julie noted an increase in the payroll deductions and advised there were no addition expenses
 - It was asked if we are providing 4K in scholarships this year as before.
 - Trisha confirmed and advised if additional requests are received, these can be submitted for consideration by email to the Scholarship Committee

- **Old Business**
 - None discussed.

- **New Business**
 - **Guests**
 - Trisha welcomed the guests in attendance at the meeting today

 - **Bylaws Proposal**
 - The proposed language was distributed by email to the CSC for review on May 13, resubmitted on May 18, and shown during the meeting (*as noted on next page*).
 - Jennifer thanked the members of the Ad-Hoc Committee for their participation and contributions during this process and opened for discussion and comment.

Recommended Bylaws Change - May 12, 2021

IV. EXECUTIVE BOARD

- a. ~~The voting members~~ Classified Staff Employees shall elect an Executive Board before the year-end retreat. ~~President, Vice President, Secretary, and Treasurer, each year.~~
- b. The Executive Board shall consist of President, Vice President, Secretary, and Treasurer who are current voting members of the Council.
- ~~b.c.~~ The seat of any member of the Executive Board shall become vacant upon death, permanent incapacity, termination of service with the institution, or resignation.
 1. Vacancies on the Executive Board will be filled by election from the voting members of the Council.

Original

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[Revision 12/12/18]

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- During the discussion some questions / comments included:
 - How will this new process roll out?
 - It was suggested that we could do a similar process as APC (shown during the meeting and previously distributed to CSC) or perhaps simplified version of the process
 - How many votes were received in April for CSC members?
 - Trisha advised this is TBA and may have resulted in 113 votes with each person submitting up to 5 votes.
 - It was noted based on that calculation only 20 (or so) individuals may have participated (if each person voted up to 5)
 - It was noted that it would be good to provide an opportunity for all Classified Staff Employees to have the opportunity to vote on the Executive Board – and it was suggested we encourage others to participate.
 - It was clarified that only current voting members of the Classified Staff Council could be nominated for Executive Board (as it is currently)

- It was asked if it's possible to provide alternative voting methods instead of the online format (paper ballots / drop-off?), due to low participation in the past.
 - It was suggested that we could encourage more participation or do a vote during a picnic or event (if COVID-19 protocols allow for events?)
 - It was noted that we could also consider this as a first review and then do a 2nd review with vote at next meeting in July (due to joint APC meeting in June)
 - It was suggested that we could also postpone the decision until a later date
 - Following the discussion, a motion was made to accept the proposed language (Joleen) and the motion was seconded (Julie). All in favor, none opposed, and the motion was approved.
 - Next steps will include further discussion with the Ad-Hoc Bylaws Committee regarding developing the process – and it was suggested that, for this year, we will continue to vote for Executive Board as before (voting council members only)
- **Classified Staff Scholarship**
 - Lynette advised the committee is meeting on Friday this week
 - There were 10 applicants and 4 were disqualified (not related to Classified Staff member)
 - The group will be reviewing the 6 candidates submitted
 - **June Meeting – joint with APC**
 - Trisha advised Chrissy Holiday and Abby Davidson will be presenting information regarding Pathways, Works, and Discovery.
 - All Classified Staff will be invited to attend the meeting.
 - **Electronic annual performance reviews**
 - Julie advised she received a suggestion to bring the topic to CSC to determine if Classified Staff evaluations could be done similar to APC (electronic)
 - Following the discussion, Julie offered to contact HR (Jennifer Quintana) to determine if this may be feasible
 - **Colorado Partnership for Quality Jobs and Services Act**
 - Vicki advised that she recently received training and is not able to provide input (must remain neutral) and can direct individuals to the information if they have questions
 - Vicki advised you have a choice to join or not – and, if you join, 1.5% of your gross earnings would go to Wins.
 - Kathleen Hund posted the link in the chat <https://www.coloradowins.org/about/>
 - Comments during the meeting included:
 - Those who opposed and encouraged others not to participate; it was noted that individuals may need to opt out if they do not want their personal (email and phone) information provided; there is also language in the agreement for no walk-outs or strikes and all negotiations will have to be resolved.
 - Following the discussion, it was recommended to carefully review all the information received, do your own research, ask questions, and make an informed decision.
 - **Give Day**
 - Trisha advised she received information recently and asked if the group wanted to participate again this year.

- There was positive feedback and agreement to continue – and it was noted that this is one of the largest fundraising events for the Classified Staff Scholarship.
- Trisha noted that we will need to update the video and she will send additional details in the future.
- **Presidential Task Force on Calendar Alignment**
 - Trisha advised this had been presented to BOG in April and Kathleen confirmed it would rollout in Fall 2022 (and it is anticipated BOG will approve)
 - The change will include observations of (2) holidays, a Fall Break (for students and Faculty only – campus will be open), and 1 day of the Winter Break as Leave (TBA)

External Committee Updates

- **University Leadership Team** – Trisha
 - Trisha advised the group had not met and no updates to share
- **Faculty Senate** – Jennifer L., Frank, & Julie
 - Jennifer advised some of the highlights of the meeting (April 16) included:
 - **President Mottet**
 - Vaccination Requirement in the Fall
 - Gathered input and was seeking information and counsel from attendees
 - Budget
 - Approaches for FY22 Budget deficit may include CARES Funding, BOG Reserves, Position Management (hiring freezes), increases in tuition, possible reduction in fringe benefits.
 - Budget planned for May BOG meeting may also include proposed 3% salary increases
 - Commencement
 - Confirmed there will be two ceremonies, masks and social distancing required, and BOG Kim Jordan will be presenting.
 - Fall Enrollment
 - There is a 24% drop with our existing and current students
 - New Students have seen an increase in numbers
 - **Provost Abdelrahman**
 - Thanked Faculty for all their work, highlighted the Discovery Program and thanked the (17) Faculty members who posted videos, and mentioned that 10 Faculty members received promotions.
 - **Dr. Margie Massey**
 - Thanked the Senators for their past work and welcomed the incoming Senators.
 - The group voted on elections for next year (President = Dr. Margie Massey / Vice President = Alexis Wolstein / Secretary = Yaneth Correa Martinez)

- **President's Budget Advisory Committee** – Trisha
 - Trisha advised that she was not able to attend the meeting.
 - Trisha received a question by email from Chris Smith about buyouts (early retirements) and noted it is expected there will be no options for CSU Pueblo (only Fort Collins)
- **Information Technology Board** – Sandie & Frank
 - Sandie advised the group did not meet
- **Parking Committee** – Veronica & Julie
 - Julie advised the group had not met.
- **Diversity Executive Leadership Team**
 - Trisha advised the group had a retreat in May, they are working on Bylaws and, currently, there are 10 members
 - It was asked if there will there be a Veterans representative for the committee – and Trisha advised she will follow-up to confirm.
 - Trisha noted that there is also not currently a Student representative on the committee and noted that she needs to change the name of the committee for future agendas (DICE).

Internal Committee Reports

- **Birthday Grams** – Sandie & Joleen
 - Sandie advised there were 12 birthdays this month and Joleen will take over next year.
 - Trisha advised she received an appreciation for a birthday gram recently and it was suggested to check the status of the current inventory for birthday grams going forward.
- **Welcome** – Veronica & Yvette
 - Vicki advised there was one new employee this month and there have been some retirements
- **Fundraising** – Classified Staff Council
 - Trisha noted she will follow-up with the group regarding Gives Day in the future.
- **Outstanding Employee Awards** – Vicki & Veronica
 - Trisha noted that she will follow-up on this, as she was advised this event is being planned for June (online) and there may not be enough time to quickly roll this out.
- **Student Scholarship** – Lynnette, Cheryl, & Joleen
 - The group is meeting on Friday to review the applications submitted to date.
- **Other questions?**
 - It was asked what the Fall semester looks like and Trisha advised the Provost is encouraging in-person classes and noted some Faculty members may be doing hybrid or online.
 - It was noted Summer Operations Plan indicate more information by July 16, 2021
 - It was noted there is currently no water at the Visitor Center.

Adjournment: The meeting adjourned at 11:16am.